

“THANK YOU” LETTER

Date

Dear

Thank you for serving on the SCROP _____ Advisory Committee. Your ideas, input, and enthusiasm were most helpful and will assist us in improving our program. Enclosed is a copy of the meeting minutes for your information and review.

It is a pleasure to have members from the business/industry community extend meaningful input and support the occupational training programs provided by SCROP. Your continuing contributions, time, and effort in serving on this committee are appreciated.

Sincerely,

Instructor